



## **REQUEST FOR APPLICATION CHILD CARE MINI-GRANT**

- ❑ **Increased Parental Skills and Knowledge in High Need Areas in San Joaquin County**
- ❑ **Improved Child Health and Other Community Needs**
- ❑ **Increased Supply of Quality Child Care in High Need Areas in San Joaquin County/Increased Quality of Child Care in High Need Areas in San Joaquin County**
- ❑ **Increased System Responsiveness and Access for Families**
- ❑ **Increased School Readiness of Children**

**RELEASED AUGUST 2003**

**Only valid application forms, released August 2003, will be accepted**

**11 S. San Joaquin Street, Suite 301  
Stockton, California 95202  
(209) 953-KIDS (5437)  
Fax (209) 468-8917  
Email: [sjckids@co.san-joaquin.ca.us](mailto:sjckids@co.san-joaquin.ca.us)**



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# **FIRST 5 SAN JOAQUIN**

## **Children and Families Commission**

### **Child Care Mini-Grant**

#### **I. Introduction**

Funding is available from the tobacco sales tax that created the California Children and Families Act (Proposition 10). The Act established this funding to promote, support, and improve early childhood development for children **from prenatal up to age 5** through programs that emphasize family support, parent education, childcare, and health services. Administered by First 5 San Joaquin (Children and Families Commission AKA the Commission) the Child Care Mini-Grant is designated for the **direct benefit of children 0 to 5 years of age and their care providers**. Licensed child care providers (currently serving children age 0 to 5) may submit a request for application for the following:

- Small licensed child care providers (up to eight children) may apply for up to \$4,000.
- Large licensed child care providers (up to fourteen children) may apply for up to \$6,000.
- Child care centers may apply for up to \$10,000.

The Commission expects to provide a combined total of approximately \$500,000 for mini-grants over this fiscal year or until funds are depleted. Guided by the Commission's Strategic Plan, key initiatives have been identified to achieve the following goals:

1. Increased Parental Skills and Knowledge in High Need Areas
2. Improved Child Health and Other Community Needs
3. Increased Supply of Quality Child Care in High Need Areas /Increase Quality of Child Care in High Need Areas
4. Increased System Responsiveness and Access for Families
5. Increased School Readiness of Children

Applicants for the Child Care Mini-Grant will be asked to submit an original (marked original on cover page) narrative application (Section VIII) and four (4) exact copies (marked copy on cover pages) to:

Lani Schiff-Ross, Children and Families Program Coordinator  
11 S. San Joaquin Street Suite 301  
Stockton, CA 95202

## **II. Eligibility Criteria**

The Commission will fund (via reimbursements of expenses) Mini-Grants from licensed child care providers currently serving children. Services must be sensitive to the needs of diverse populations, including children with disabilities and other special needs. Activities proposed must be responsive to culture and language of those served. The Mini-Grant application must be specific to any or all of the Commission's initiatives: (1) Increased Parental Skills and Knowledge in High Need Areas in San Joaquin County; (2) Improved Child Health and Other Community Needs; (3) Increased Supply of Quality Child Care in High Need Areas in San Joaquin County/ Increased Quality of Child Care in High Need Areas in San Joaquin County; (4) Increased System Responsiveness and Access for Families; (5) Increased School Readiness. The Commission also strongly encourages applications that provide opportunities for providers to collaborate when applicable.

**To be eligible to apply for funding, the licensed care provider must be licensed for a minimum of one year prior to application submittal and be currently providing service to children 0 to 5. At least three children served must be other than provider's children for small family child care licensed homes and at least 5 children must be other than provider's children for large family child care providers. Priority will be given to number of children served.**

All Child Care Mini-Grant applicants are required to attend a one-hour Child Care Assessment Workshop. The purpose of this workshop is to familiarize providers with components needed for a well-rounded quality program. A copy of the assessment tool and certification of attendance, which must be submitted with the mini-grant application, will be given to providers at the workshop. The assessment tools used are derived from the National Association of Young Children (NAEYC) and the National Association for Family Child Care (NAFCC). Requests for funding must be based on areas of need as identified in this assessment tool. Child Care Assessment Workshops will be conducted at the Family Resource and Referral Center, 509 E. Weber, Ste. 103, Stockton, CA. A list of dates and times are included in this application packet.

## **III. Monitoring and Audit**

All Mini-Grant Recipients will be required to submit quarterly reports to the Commission describing how services have benefited the children/families they were intended to serve. First 5 San Joaquin will monitor areas of contract compliance, achievement of goals and financial expenditure. In addition to required progress reports, site visits will be conducted and evidence of proof of payment such as bank

records and/or cancelled checks will be requested during or after end of funding period.

Mini-Grant Recipients are required to use resources for intended purposes. All assets must be returned to the Commission if the Mini-Grant Recipient should go out of business or be out of compliance. Mini-Grant Recipients agree to provide immediate written notice to the Commission if significant changes or events occur during the term of the award which could potentially impact the progress or outcome of the grant including, but not limited to, changes in Mini-Grant Recipient's management personnel, loss of funding, revocation or suspension of the Grant Recipient's tax-exempt status (if applicable), or license. **Any substantiated complaints reported to Community Care Licensing regarding personal rights violations must be reported by the applicant to First 5 San Joaquin Children and Families Commission within 24 hours.**

The entire grant shall be expended for the purpose(s) stated in the grant application in accordance with the budget submitted. Modifications may be made only with prior written consent of the Commission. The Mini-Grant Recipient shall keep accounting records of the receipt and disbursement of Commission funds.

#### **IV. Insurance**

As required by the grant contract, and applicable by law, at all times during the performance of the agreed upon services, the Mini-Grant Recipient shall maintain in force, Workers' Compensation Insurance and a policy or policies of comprehensive general liability insurance covering all of its operations including, but not limited to, public liability, property damage, and any liability incurred under the grant, with not less than \$1,000,000 single limit liability and such insurance shall be primary. A certificate satisfactory to the First 5 San Joaquin County Children and Families Commission evidencing the maintenance of such insurance coverage shall be filed with the First 5 San Joaquin County Children and Families Commission prior to the provision of any services pursuant to the grant. The First 5 San Joaquin County Children and Families Commission shall be given notice in writing at least 30 days in advance of cancellation, modification, or reduction of coverage. The certificate shall name the County, the San Joaquin County Children and Families Commission, their officer, agents, servants and employees as additional insured. All insurance shall be in a company or companies authorized by law to transact insurance business in the State of California.

## **V. Funding Priorities and Categories**

As mentioned above, only those applicants whose projects are designed to meet any of the objectives listed in the Commission's 2002 - 2005 Strategic Plan will be eligible for funding. Funding will not be awarded for ongoing operating support (i.e. rent and utilities), fixed assets ("something that affixes to property that can't be removed and re-used"), debt retirement or operating deficits of organizations, grant writers, nor to supplant (replace) current funding of existing services. Funding will not be awarded for rent, salaries, or office supplies. Funding will not be awarded for general fund drives, annual appeals or endowments or activities that exclusively benefit the members of sectarian or religious organizations.

Funding priority consideration will be given to applicants not previously funded. **Those applicants previously funded under other mini-grant rounds, may only submit applications after the previous mini-grant has been closed for a period of one year.**

**Applicants currently funded under other rounds of Commission funding (other than mini-grants) may be considered under the final round (Round 10) of this Mini-Grant Application if target population and/or program is different than the funded grant. Funding priority will be established by assigning minus 5 points to final application scores for applicants previously or currently funded under other initiatives.**

## **VI. Sample Child Care Mini-Grant Projects**

The scope of possible Child Care Mini-Grant awards is purposefully wide. Proposed projects must meet at least one of the objectives outlined in the Commission's Strategic Plan. Below is a small sample of possible Mini-Grant projects/programs:

- Playground equipment that meets the U.S. Consumer Product Safety Commission standards
- Equipment, books, art supplies, audio-video equipment for serving special needs children
- Computer hardware/software to enhance early childhood development learning
- Training for service providers that does not duplicate training provided by the Commission. (Training must include college units or advancement on the child development matrix)
- Training for special needs providers

- Parent education class and materials
- Projects to support School Readiness

## VII. Timeline

Mini-Grant applications will be accepted three times this fiscal year or as long as funding is available, according to the following timeline. Each applicant is required to attend one workshop. Please be sure to contact the Commission if applying for Round 10 to inquire on availability of funds.

### TARGET DATES

APPLICATION DEADLINE	DATES
Applications Due (3:00 p.m.)	<b>Round 8:</b> September 26, 2003 <b>Round 9:</b> January 30, 2004 <b>Round 10:</b> May 28, 2004

Mandatory Applicant Workshops	DATES
<b>Place:</b> Family Resource and Referral Center 509 E. Weber Ste. 103 Stockton, CA  <b>Time:</b> 6:00 p.m. - 7:00 p.m.	Aug. 27 Sept. 10 & 24 Oct. 8 & 22 Nov. 12 Dec. 10 Jan. 14 & 28 Feb. 11 & 25 March 10 & 24 April 14 & 28 May 12 & 26 June 9 & 23

\*Applicants **MUST** call the First 5 San Joaquin office to sign up to attend one mandatory workshop at least three days prior to the training. Maximum number per workshop: 15 (first call, first serve basis). Additional workshops may be provided to accommodate a larger number of applicants.

First 5 San Joaquin staff may review the applications. Commission members may observe the review process. All Commission members will receive summaries of all of the applications.

## VIII. Application Format

An application must receive a minimum score of 75 points to be eligible for funding and meet pre-funding site visit criteria. The Commission also reserves the right not to fund an application that scored 75 points if the applicant does not meet pre-funding site visit criteria. Ten (10) bonus points will be given if provider can demonstrate increased child care quality with proof of involvement in the accreditation process with (National Association of Young Children (NAEYC) or National Association for Family Child Care (NAFCC). Five (5) bonus points will be given to providers serving special needs children. (Providers must have on file IEP or comparative document) To be in Technical Compliance, all applications, original and copies, must include the following required attachments:

- Application Form/Cover Page (Form A as cover sheet) and Narrative
- Budget Request Form (Form B) and Budget Itemization
- Disclosure Statement (Form C)
- Proof of licenses and certifications. This may include a 501(c)3 letter (from IRS)
- Certificate of Attendance from First 5 San Joaquin Children and Families Commission's Applicant Workshop
- Completed Assessment from Workshop
- Proof of accreditation if applicable.

### NARRATIVE

The application narrative may be up to four (4) double-spaced pages long (not including attachments). Respond to each of the following items and number your responses accordingly.

1. Give a brief description of the childcare organization applying for funds and qualifications of owner/ care providers. Include the provider's applicable training and/or Early Childhood Education units. (20 Points)
2. Based on the child care Needs Assessment tool, explain what you plan to do with the First 5 San Joaquin funds? Provide an overview of your findings from the child care self-assessment tool (low score or deficiency) and use the assessment tool as the justification for your application. (30 points)
3. What is your target population(s) (age, geographic area, ethnicity, language, cultural and socio-economic characteristics, general income level, **number of families and**

number of children 0 to 5 NOT INCLUDING PROVIDER'S CHILDREN) (20 Points)

4. What changes do you expect to see as a result of this project? (20 Points)
5. Provide explanation (must follow Needs Assessment) of each line item purchase in Budget Justification (Form B attachment). (10 points includes Form B and attachments)

Applications must contain one (1) original (marked "Original" on Form A) and four (4) exact copies (each marked "Copy" on Form A). Do not bind or insert originals or exact copies into folders. A simple clasp is preferred and all pages must be on 11" x 8.5" paper with print on one side of page only. **Five points will be deducted from proposal if not in technical compliance.**

Funds will be made available to successful applicants approximately three months following each application deadline (September 26<sup>th</sup>, January 30<sup>th</sup>, and May 28<sup>th</sup>.) Mini-Grant recipients will be asked to attend a Commission Meeting (for approval of funding at appropriate dates in November, March and July) and a Board of Supervisors Meeting (for final contract approval at appropriate dates in December, April, and August).

Funding Rounds	Date Due to Commission Staff	Anticipated Date to Commission	Anticipated Date to Board of Supervisors for Contract Approval
Round 8	September 26, 2003 3:00 p.m.	November 13, 2003 7:00 a.m.	December, 2003 9:00 a.m.
Round 9	January 30, 2004 3:00 p.m.	March 11, 2004 7:00 a.m.	April, 2004 9:00 a.m.
Round 10	May 28, 2004 3:00 p.m.	July 8, 2004 7:00 a.m.	August, 2004 9:00 a.m.

Applicants will be notified of their scores and a pre-funding site visit will be scheduled, at which time First 5 staff will discuss negotiation issues and verify Child Care Needs Assessment. Community Care Licensing will also be contacted to determine if there are any outstanding complaints or issues with the provider. Providers are asked to furnish a written response to any negotiation issues. Following site visit, a recommendation for funding will be made. The provider will then be asked to attend a Commission meeting to answer any questions regarding application. Upon Commission approval of a provider's mini-grant application, providers are subsequently asked to sign their contracts prior to going to the Board of Supervisors. Attendance at the Board of Supervisors meeting is required. Training will be provided to mini-grant recipients, after which fund utilization may begin. If you have any questions or need technical assistance with a Child Care Mini-Grant, we strongly encourage to contact us at (209) 953-KIDS (5437), First 5 San Joaquin.



(Form A)

**Application Form/Cover Page**  
**Child Care Mini-Grants \$10,000 and Under**

Applicant Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Proposed Project: \_\_\_\_\_

Organization Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

E Mail: \_\_\_\_\_ Fax: \_\_\_\_\_

(Mini-Grant funds must be spent within a 12 month period)

**Category (Initiative): Please check all that apply**

- |  |  |
|--|--|
| <input type="checkbox"/> Increased Parental Skills                           | <input type="checkbox"/> Improved Child Health/Other Community Needs |
| <input type="checkbox"/> Increased School Readiness                          | <input type="checkbox"/> Increased Supply/Quality of Child Care      |
| <input type="checkbox"/> Increased System Responsiveness/Access for Families |  |

Summary of Application (Brief Description of Project/Program)

Number of Families benefiting from project: \_\_\_\_\_

Number Children ages 0-5 benefiting from project: \_\_\_\_\_

Amount Requested from the Commission: \_\_\_\_\_ Total Project Cost: \_\_\_\_\_

Check type of Provider:

- |   |
|---|
| <input type="checkbox"/> Small licensed child care provider (up to eight children) \$4,000    |
| <input type="checkbox"/> Large licensed child care provider (up to fourteen children) \$6,000 |
| <input type="checkbox"/> Child Care Center \$ 10,000  |

\_\_\_\_\_  
Name of Chair, Board of Directors, or Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



(Form B)

## Child Care Mini-Grant Annual Budget Request Form

Applicant: \_\_\_\_\_

Project Name: \_\_\_\_\_

OPERATING EXPENSES	Amount Requested From the Commission	In-Kind (Not required but please list)
Equipment Purchase		
Other (please describe)		
TOTAL REQUESTED		

**Budget Justification - On an additional page, please justify each line item as well as describe any other sources of funding that will support this project.**

**FIRST 5 SAN JOAQUIN  
CHILDREN AND FAMILIES COMMISSION  
MINI-GRANT PROGRAM  
(Form C)  
Disclosure Statement**

I, \_\_\_\_\_ of \_\_\_\_\_,  
Name Agency

hereby state that the funds being requested in this application do not supplant any existing revenue sources and that the answers given below are true and correct.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

In addition, please check yes or no on the following questions. If a yes answer is checked, please explain fully the circumstances and include discussion of the potential impact on the program if funded. As part of the application selection process the Commission may validate the responses made below. The Commission reserves the right to reject all or part of the application if false or incorrect information is submitted by the applicant.

A "yes" WILL NOT automatically exclude your application from the review process.  
(Please explain "yes" answers on a separate sheet of paper)

	YES	NO
1. Have you or anyone working for you been involved in litigation related to the administration and operation of a program that may have a potential impact on the proposed program if funded?		
2. Have there been unfavorable rulings by a funding source against your center for improper management or contract compliance deficiencies?		
3. Have you or anyone working for you had granted funds withheld?		



## *Child Care Mini-Grant Applicant Workshops*

Maximum number per workshop: 15 (first call, first serve basis)  
(Additional workshops may be provided to accommodate more applicants)

### **Assessment Workshop (6:00 - 7:00 p.m.)**

To be eligible to apply for funding, Child Care Mini-Grant applicants are required to attend a one-hour Child Care Assessment Workshop.

#### **Where:**

Family Resource and Referral Center  
509 E. Weber, Ste. 103  
Stockton, CA. 95202

#### **Directions:**

- From I -5 take Hwy 4 (East)/From 99 take Hwy 4 (West)
- Exit Downtown/El Dorado off ramp
- Turn north on El Dorado
- Turn left on Weber Ave (third traffic light)
- Turn right into parking lot

#### **When:**

Dates are listed in the application packet

**Call the First 5 San Joaquin office at (209) 953-KIDS (5437), at least three days prior to the workshop to reserve your space.**